

2012 CITY OF FALLS CHURCH MEMORIAL DAY PARADE AND FESTIVAL

VENDOR APPLICATION AND CONTRACT

WHAT: 31st Annual Memorial Day Parade and Festivities
WHEN: Monday, May 28 from 9am – 5pm RAIN OR SHINE
WHERE: Falls Church City Hall Grounds; near Route 7 and Route 29
300 Park Ave
Falls Church, VA 22046

APPLICATION DEADLINE: Friday, March 23, 2012

VENDOR STIPULATIONS:

- ❖ All spaces and set-up times will be assigned and **set-up times are firm. Please note booth sizes.**
- ❖ **Vendors must stay in their assigned space, which includes use of tents. Please note that standard tents do not fit inside of 6x10 spaces.** Vendors shall not sublet any part of their space or use any aisle space. Vendors are responsible for clean up of their area including any trash.
- ❖ Vendors must stay for the entire duration of the festival and may not leave the booth unattended during the show hours, except for short periods. Vendors are not permitted to close their booth prior to 5pm.
- ❖ Upon conclusion of the festival, all vendors must quickly pack up their area and exit City Hall grounds.
- ❖ Vendors must provide their own display items, tables, chairs and tent (if desired.)
- ❖ Food vendors must meet Fairfax County Health Department regulations for temporary food service establishments. For a copy of the guidelines or for questions, call (703) 246-2444.
- ❖ Food Vendors who wish to use hazardous materials (i.e. gasoline for generators and propane) must comply with the Statewide Fire Prevention Code and be inspected by the Fire Marshal. The inspection fee is \$32.50. Forms will be included in your vendor confirmation packet.
- ❖ Vendors are responsible for the licenses and taxes related to their sales. An ST-50 tax form will be included in your vendor confirmation packet. For any tax questions, contact Jennifer Burton, Virginia Department of Taxation at (703) 590-2390.
- ❖ Flea market and resale items are also prohibited. All items for sale must be **legal goods**. No fraudulent or counterfeit items that violate copyright laws will be permitted.
- ❖ Baked goods are to be sold by food vendors only.
- ❖ **No street vending is permitted.**
- ❖ No vehicles are permitted in the festival area, except during the initial set-up time to deliver items.
- ❖ Electricity and water are **not** provided.
- ❖ Falls Church Recreation and Parks Department reserves the right to limit the number of vendors per category, **but exclusivity of items is not guaranteed.**
- ❖ Falls Church Recreation and Parks Department reserves the right to remove any item from display or dismiss any vendor that does not meet guidelines.
- ❖ Falls Church Recreation and Parks Department will not accept responsibility for any financial commitments and/or obligations undertaken by an individual or organization and will not be responsible for lost, stolen or damaged items. You must provide your own insurance.
- ❖ No refunds or transfers once you have submitted your application.
- ❖ Confirmation materials with specific details and maps will be mailed to you in early May.

Applications due by Friday, March 23, 2012. The \$20 late fee must be included if after March 23, 2012.
TO APPLY:

1. Complete the attached form.
2. Enclose a check made payable to *City of Falls Church* or complete credit card information.
3. **Enclose a self-addressed stamped envelope.**
4. Mail to: Falls Church Recreation and Parks Department
Special Events
223 Little Falls Street
Falls Church, VA 22046-4304
(703) 248-5027 Fax: (703) 536-8150
5. Email to: jpaxton@fallschurchva.gov

Applications can also be found at www.fallschurchva.gov

2012 CITY OF FALLS CHURCH MEMORIAL DAY PARADE AND FESTIVAL

ORGANIZATION NAME: _____

CONTACT NAME: _____

COMPLETE MAILING ADDRESS: _____

_____ ZIP: _____

E-MAIL ADDRESS: _____

TELEPHONE NUMBERS: PRIMARY: (____) _____ ALTERNATE: (____) _____

STATE SALES TAX REGISTRATION NUMBER: _____

DETAILED DESCRIPTION OF **ALL ITEMS** TO BE SOLD AND/OR DISTRIBUTED: (Additional information may be attached.)

BOOTH TYPES, SIZES AND FEES: (CHECK ONE)

____ CIVIC: Civic/non-profit organization (501(c) 3 status, Information Only – No sales except membership)
6' (width) x 10' (depth) = \$50

____ ARTIST/CRAFTER: All items sold are handmade **by the vendor**
6' (width) x 10' (depth) = \$80
10' (width) x 10' (depth) = \$130

____ BUSINESS: Including handmade items not made by the vendor
10' (width) x 10' (depth) = \$200

____ FOOD: 15' (width) x 10' (depth) = \$250

Food Vendors Only: Are you bringing a generator? ____ Yes ____ No Are you bringing propane or gasoline? ____ Yes ____ No

Request same space as 2011 Memorial Day Festival (may not be available) ____ Y ____ N SPACE# _____

ADD \$20 LATE FEE AFTER Friday, March 23, 2012. SPACE DEPENDS ON AVAILABILITY.

Method of Payment:

____ Check (made payable to *City of Falls Church*)

____ Credit Card – **circle one: Visa MasterCard American Express Discover**

Credit Card Number: _____ Exp: _____

ENCLOSE A SELF-ADDRESSED, STAMPED ENVELOPE

MAIL TO: FALLS CHURCH RECREATION AND PARKS DEPARTMENT
SPECIAL EVENTS
223 LITTLE FALLS STREET
FALLS CHURCH, VA 22046-4304
PHONE: (703) 248-5027 FAX: (703) 536-8150

EMAIL TO: jpaxton@fallschurchva.gov

I HAVE READ THE VENDOR STIPULATIONS AND AGREE TO ABIDE BY THEM. ANY VENDOR FOUND IN VIOLATION WILL BE ASKED TO CLOSE THEIR BOOTH AND WILL FORFEIT ALL FEES PAID.

SIGNATURE _____ DATE _____

OFFICE USE ONLY=====

CATEGORY: _____ DATE RECEIVED: _____ PAID: \$ _____

BOOTH #: _____ SET-UP TIME: _____